

Utah Geological Survey - State Energy Program 2007-2008 State Energy Program Grant Application

Introduction and Background

The Utah Geological Survey (UGS) receives congressionally appropriated funding from the U.S. Department of Energy (DOE) to operate the State Energy Program (SEP). As part of its annual plan, Utah's SEP allocates funds for grants to third parties to conduct education and outreach activities that are consistent with DOE rules and in accord with SEP's program priorities. SEP is therefore seeking proposals from Utah-based groups to conduct educational activities aimed at promoting the production and use of renewable energy and at encouraging energy efficiency and conservation measures by residents, companies, and organizations within Utah.

Purpose of Application

The purpose of this application is to seek proposals from qualified applicants for projects that help SEP to achieve its goals in the following areas:

- Energy Education, General Public
- Energy Education, K-12
- Management of Energy Working Groups

All funds expended under the grant are intended for personnel, supply, travel, and other costs directly related to educational activities. This application is not intended for projects seeking funds for the purchase or installation of energy-related equipment, systems, or building improvements.

This document details the submission requirements for proposed energy projects. Projects are to take place between July 1, 2007 and June 30, 2009.

SEP has budgeted a fixed maximum for each of the program areas listed above. Applicants should prepare proposed projects based upon the maximum grant amount for their area. See the Detailed Description of Activities section below for more details on project types and grant amounts.

Matching Funds

All applicants are required to match SEP grant funds with non-federal cash or in-kind matching funds. Applicants are encouraged to provide funding matches of at least 50% of overall project costs. Applicants' expenditures on activities that are closely related to SEP goals as described in the Detailed Description of Activities below may be considered matching funds.

Eligible Applicants

The following may submit an application for grants:

- Non-profit organizations
- Units of local government
- School districts, colleges and universities
- Businesses
- Industries
- Public agencies
- Native American organizations

Submission of Application

Your application must be received at the Utah Geological Survey no later than 5:00 p.m. on Monday, June 4, 2007. Applications may be sent via either hard copy to the State Energy Program, Utah Geological Survey, P.O. Box 146100, Salt Lake City, Utah 84114-6100, or electronically to dbeaudoin@utah.gov. Applications received after the deadline will be ineligible for consideration.

Length of Contract

Contracts resulting from successful applications will be for a period of twenty-four (24) months beginning July 1, 2007. All contracts will be subject to review after 12 months, at which time a contract may be amended by mutual agreement of the parties, or terminated by either SEP or the contractor.

Price Guarantee Period

All pricing/costs must be guaranteed for the entire term of the contract.

Standard Contract Terms and Conditions

Any contract resulting from a successful application will include the State's standard terms and conditions. In addition, SEP will retain one quarter of the contract funding until the contractor has provided deliverables acceptable to SEP. The State's standard contract terms may be accessed at:

<http://www.purchasing.utah.gov/main/Contractinfo/TermsAgency.pdf>

Detailed Description of Activities

UGS SEP is soliciting grant applications to achieve goals in the following projects areas and subject to the maximum grant amounts listed:

Energy Education, General Public: Energy educational activities provided to the public through a variety of media and mechanisms including (but not limited to)

informational publications, internet postings, conferences, workshops, trade shows, media campaigns, and training. Educational activities should focus on energy efficiency and/or renewable energy. Funds under this grant may not be used for demonstration projects. Maximum grant amount is \$20,000.

Energy Education, K-12: Energy education focused on school children. Areas of emphasis should be energy efficiency, alternative fuels, and renewable energy. Activities can include curriculum development, teacher training, debate programs, and school presentations. Funds under this grant may not be used for demonstration projects. Maximum grant amount is \$20,000.

Management of Energy Working Groups: SEP includes within its energy plan the organizing of several working groups focused on specific energy topics. SEP itself has assumed the primary role of managing the wind and geothermal working groups. Applicants are sought to manage ongoing energy efficiency and solar energy working groups on behalf of and in cooperation with SEP. Activities include managing e-mail listserves, organizing working group and subcommittee meetings, planning agendas, arranging for speakers, moderating meeting sessions, and other activities as appropriate. Maximum grant amount is \$15,000.

Each application should address only one of the above categories. If an applicant is interested in grants in more than one category, separate applications must be made.

Statement of Work

Each application must include a complete project narrative with a clear and compelling justification for awarding the requested funds and a detailed statement of work. The narrative and statement of work should cover the twenty four (24) month program period for which you are requesting approval. The narrative should describe the planned work, the approach or program methodology, and the benefit to the state and its citizens. The statement of work should include a time schedule for deliverables that can be used for tracking work progress. The narrative should also include a description of the applicant's prior experience in the selected category. Applications will be evaluated using the criteria listed below.

The application must represent original work to be completed during the contract period. SEP reserves the right to release, publish, or make available to the public, in any form, all deliverables, data, and materials submitted by the contractor.

Application Format and Components

All applications must be organized in the following format:

1. **Application Cover Sheet.** Complete the cover sheet provided below.
2. **Program Narrative.** Please provide a complete narrative of the work the applicant will perform, the applicant's abilities and approach, and the resources necessary to fulfill the requirements. Describe how the proposal will fulfill the objectives of the solicitation.
3. **Qualifications.** Provide a description of the applicant's experience in

the areas of public education and outreach, especially with regard to energy and environmental issues. Also provide resumes for key personnel involved in the project.

4. **Statement of Work.** Please provide a statement of work with a timetable for deliverables that can be used to monitor progress.
5. **Cost Proposal and Budget.** Cost will be evaluated independently from the program narrative. Please list all costs on the Cost Proposal form below. Also list all cost shares and describe any non-cash matches.

Oral Presentation

An oral presentation by an applicant to clarify an application may be required by SEP. However, SEP may award a contract based on the initial application without discussion with the applicant. If oral presentations are required, they will be scheduled after the submission of applications.

Evaluation Criteria

<u>Weight</u>	<u>Evaluation Criteria</u>
20%	Relevance of proposed work to SEP goals/category
30%	Quality of proposed deliverables
20%	Demonstrated capability (proven track record, resources to carry out proposed work, etc.)
20%	Value (Cost of project versus number and quality of deliverables)
10%	Proposed non-federal cash or in-kind match (50% or greater encouraged)

Grant Award and Negotiation of Contract

Upon favorable review of any grant application, the SEP will notify the applicant of its intent to award the grant. While some applications may be awarded grant funds as originally proposed, SEP reserves the right to negotiate with the applicant to modify the proposed project's scope, budget, or overall grant amount. Final project terms will be by mutual consent. Once an agreement has been reached, a contract will be prepared to allow the project to begin. Payment schedule will be negotiated between the contractor and SEP and will be based on the deliverables schedule described in the statement of work.

Application Review Timeline

June 4, 2007, 5:00 p.m.	Deadline for application to SEP
June 15, 2007	SEP notifies applicants of intent to award no later than June 15
Late-June 2007	Negotiation of contracts and awards made
July 2007	Contracts issued and work begins

Proprietary Information

Successful applications become public information. Proprietary information, such as client lists and non-public financial statements, can be protected under limited circumstances. Pricing and service elements are not considered proprietary. An entire application may not be marked as proprietary. Applicants must clearly identify and mark in the body of the application any specific proprietary information they are requesting to be protected. The application must also contain a specific explanation to justify why the information is to be protected.

Applications may be reviewed and evaluated by any person at the discretion of the SEP. All materials submitted become the property of the State of Utah.

QUESTIONS

All questions must be submitted in writing to Denise Beaudoin via email at dbeaudoin@utah.gov or fax at 801-537-3400.

**2007-2008 State Energy Program Grant Application
Application Cover Sheet**

Organization Name: _____

Address: _____

Business Phone: _____

Primary Project Manager or Contact

Name: _____

Phone: _____

E-Mail: _____

Grant Category (check one):

_____ Energy Education, General Public

_____ Energy Education, K-12

_____ Management of Energy Working Groups

Grant Amount Requested: _____

Total applicant non-federal* matching contribution (cash or in-kind; at least 50% of total budget recommended):

*Note: Federal funds may not be used as a cash or in-kind match for the proposed project. In addition, the proposed match can be used only once and may not serve as a match for other grants and/or programs (SEP or otherwise).

**2007-2008 State Energy Program Grant Application
Cost Proposal and Budget**

Cost Component	SEP Share	Applicant Cost Share*
Labor (see below)	_____	_____
Subcontracting (describe with who and for what purpose in comments section below)	_____	_____
Travel expenses (describe destination and justification in comments section below)	_____	_____
Materials (itemize in comments section below)	_____	_____
Other expenses (itemize in comments section below)	_____	_____
Total Costs	_____	_____

* - Any non-cash cost shares should be described in the Comments section below.

Labor: For all labor costs, list below the name, estimated number of hours, and hourly rate for each person who will be working on this project.

Name	Estimated Hours	Hourly Cost
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Comments (add additional pages if necessary):